DOCUMENT RESUME

ED 346 226 UD 028 717

TITLE	Oregon Dropout Reporting Manual.
INSTITUTION	Oregon State Dept. of Education, Salem.
PUB DATE	Mar 92
NOTE	24p.; Paper revises the "Early School Leavers Accounting System" manual (ED 334 687).
AVAILABLE FROM	Publications and Multimedia Center, Oregon Department of Education, 700 Pringle Parkway SE, Salem, OR 97310-0290 (free).
PUB TYPE	Guides - Non-Classroom Use (055)
EDRS PRICE	MF01/PC01 Plus Postage.
DESCRIPTORS	*Administrator Role; *Annual Reports; Dropout Rate; *Dropouts; Elementary Secondary Education; *Information Dissemination; *Recordkeeping; *School Statistics; State Departments of Education; State Legislation; State Standards; State Surveys
IDENTIFIERS	*Oregon

ABSTRACT

This manual describes regulations and procedures for Oregon's required reporting of elementary school through high school dropouts for the 1991-92 school year and beyond. Topics covered include the following: (1) basics of dropout reporting; (2) suggested reporting procedures; (3) exceptions; (4) non-dropouts; (5) dropouts; (6) students who return to school; (7) reducing reporting errors; (8) special cases (alternative programs, high school equivalency students, migrant students, home instruction and home schooling, no change, adult high school diploma, juvenile facilities, 10-day absence, requesting a record, and Job Corps); (9) completing the transmittal memorandum; (10) how to complete the Early Leaver Report; (11) transfer of records; (12) record-keeping; (13) electronic reporting; (14) the dropout rate; (15) the synthetic 4-year rate; (16) evaluations; (17) edit/verification list; (18) dropout report checklist; and (19) seven key facts. Two appendices contain the transmittal memorandum and a report on the Individual Early Leaver form. (JB)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED346226

OREGON DROPOUT REPORTING MANUAL

MARCH 1992

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY
S.C. Lesh
TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

Norma Paulus
State Superintendent of Public Instruction

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)
This document has been reproduced as received from the person or organization originating it.
☐ Minor changes have been made to improve reproduction quality.
• Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

School Finance and Data Information Services
Office of Management Services

Oregon Department of Education
700 Pringle Parkway SE
Salem, OR 97310-0290

UO 028717

BEST COPY AVAILABLE

FOREWORD

The **Oregon Dropout Reporting Manual** revises the **Early School Leavers Accounting System** manual, published in 1991. The purpose of the revision is to introduce changes made to reporting procedures by the Oregon Legislature and by Congress. These changes are effective for the 1991-92 school year and beyond.

Good dropout statistics help officials at federal, state, and local levels create dropout prevention programs that work. The reporting procedures contained in this manual are designed to provide accurate, comparable, and uniform dropout data for Oregon schools.

The dropout report is authorized by ORS 339.510.

Special acknowledgment is given to the individuals who helped develop this manual:

Les Adkins
Consultant

Donna Houck
Beaverton School District 48J

Bob Jones
Oregon Department of Education

Walter Koscher
Oregon Department of Education

Kathy Rice
Hood River Valley High School

Sue Shepersky
Newberg School District 29J

It is the policy of the State Board of Education and a priority of the Oregon Department of Education that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, religion, national origin, age or handicap in any educational programs, activities or employment. Persons having questions about equal opportunity and nondiscrimination should contact the State Superintendent of Public Instruction at the Oregon Department of Education.

This document was produced by
the Publications and Multimedia Center
Oregon Department of Education
Salem, Oregon 97310-0290

Complimentary copies have been sent to Oregon school districts.
Additional copies are available at no charge
since the printing was federally funded.
Place orders with the Publications Sales Clerk at 378-3589.

All or any part of this document may be photocopied for educational purposes without permission from the Oregon Department of Education.

2044381992600

TABLE OF CONTENTS

Foreword iii
Basics of Dropout Reporting 1
Suggested Reporting Procedures 2
Exceptions 2
Non-Dropouts 3
Dropouts 4
Students Who Return 4
Reducing Reporting Errors 5
Special Cases 6
- Alternative Programs 6
- GED Students 6
- Migrant Students 7
- Home Instruction and Home Schooling 7
- No Change 7
- Adult High School Diploma 7
- Juvenile Facilities 8
- 10-day Absence 8
- Requesting a Record 8
- Job Corps 8

Completing the Transmittal Memorandum 8
How to Complete the Early Leaver Report 9
Transfer of Records 10
Record-Keeping 10
Electronic Reporting 11
The Dropout Rate 12
The Synthetic Four-Year Rate 12
Evaluations 13
Edit/Verification List 13
Dropout Report Checklist 14
7 Things You Must Know 15
Appendix A: Transmittal Memorandum 17
Appendix B: Report on Individual Early Leaver, Form 581-3204B 19
Index 21

BASICS OF DROPOUT REPORTING

Deadline: June 30 for each school year.

Every year by June 30, a report is due at the Department for each student who:

- was enrolled during the current school year, or was enrolled in the previous school year and did not attend during the current school year, and
- is not a high school graduate, and
- withdrew from school, and
- did not transfer to another school which leads to graduation.

(There are exceptions to this rule, and they are listed on pages 2-3.)

Students who withdraw between July 1 and the following June 30 will be reported.

NOTE: **For the June 30, 1992 report only,** report students whose withdrawal date is from October 16, 1991 to June 30, 1992.

Base your report on the status of the student as of the reporting date. If the student is enrolled in school or an alternative program as of June 30, or received a diploma, do not report the student. Report the student if, as of June 30, all four of the above conditions have been met (see note 10, page 3).

All schools offering any of grades 7 through 12 are required to file a report. If a school has no students to report, then only the transmittal memorandum must be filed.

To file the report, send in one copy of the transmittal memorandum (Form 581-3206), and a copy of the early leaver form (Form 581-3204) for each student you report. The reporting deadline for each school year is June 30. You may report earlier, but not before the last day of school.

Schools may file reports electronically, as a substitute for the early leaver form, with the approval of the Department. The transmittal memorandum must accompany an electronic filing.

Suggested Reporting Procedures

Fill out a form when a student withdraws.

When a student withdraws, fill out a form for the student. If you are reasonably sure the student will transfer to another school, fill in only the name, birth date and Social Security Number. If you feel the student is dropping out, fill in the entire form.

Research has revealed three indicators which predict a withdrawn student to be a dropout rather than a transfer: if the student is a year or more over age for the grade level assigned, if the student had excessive absences in the month before withdrawal, and if the student had low grades before withdrawing.

Keep all these forms in a file. If you get a request for records for a student, remove that student's form from the file and discard it. At the end of the year, the file will contain forms for all the students you need to report.

When school closes for the year, go through the stack of forms to remove and discard the forms for students that fall under a reporting exception (see below). Review the remaining forms to ensure they are filled out completely and accurately.

Fill out the transmittal memorandum and mail it with the individual early leaver forms by June 30 to:

Oregon Department of Education
School Finance & Data Information Services
700 Pringle Parkway SE
Salem, OR 97310-0290

See page 10 for more tips on record-keeping.

IMPORTANT!

The determination of school leaver status (dropout, non-dropout, reporting exception) must be made by someone in your school who has had training at a state-run workshop. Do not delegate this task to someone who lacks the training.

If no one in your school has had such training, call the Department before you turn in your reports so your procedures can be verified.

Exceptions

Do not report a student meeting any of these conditions

Do not report a student meeting any of the following conditions:

1. A request for transfer of records was received from another school;
2. Receives home instruction paid for by the district (see page 7);
3. Is enrolled in a foreign exchange program;
4. Is temporarily absent from school because of suspension, a family emergency, or severe health or medical problems which prohibit the student from attending school;
5. Participating in alternative education sponsored by the district (see page 6);

6. Graduated early;

7. Is enrolled in another school and that enrollment has been verified, in absence of a request for records, by your contact with the new school (not a parent, relative, or friend);

8. Transferred in, pre-registered but never attended classes, and **records were not requested** (see page 8);

9. Withdrew and returned to school before June 30 and is still in school or received a diploma as of that date;

10. Withdrew within 10 school days of the end of school. If the student does not return in fall or a request for records is not received, report the student as a no-show for the school year following withdrawal.

    EXAMPLE: Grade 10 student withdraws June 3, 1992, and school ends June 11, 1992. Make no report on June 30, **1992**, for this student. Report the student as a grade 11 no-show on June 30, **1993**, if the student does not return or no request for records is received.

Students you report are classified as dropouts or non-dropouts. The following rules apply.

The following rules apply to students you report .

These students are to be reported, but are not dropouts. Check the listed box in Section II of the form.

NON-DROPOUTS

These students are to be reported, but are not dropouts.

1. Student is in a juvenile detention facility, a substance abuse program, a mental health facility, or a CSD certified shelter care program. 01

2. Student is deceased. 02

3. Student is being home schooled (verify with your ESD) (see page 7). 03

4. Student enrolled in an adult high school diploma program through a community college (see page 7). 04

DROPOUTS

These students are to be reported, and are dropouts.

These students are to be reported, and are dropouts. Check the listed box in Section IIIA and Section IIIB of the form.

	Sect. IIIA	Sect. IIIB
1. Student completed four years of high school, but did not receive a diploma, a modified diploma, or complete a prescribed course of study (i.e., an IEP) and did not return to school during the summer or fall term. (Non-graduate)	02	—
2. Student was enrolled at the end of the previous school year and did not attend the following fall term and no request for records was received. (No-show)	03	–
3. Students transferred in and withdrew **after records were requested** (see page 8).	01	—
4. Student was withdrawn after a 10-day absence (see page 8).	01	02
5. Student received a GED certificate or withdrew to take the GED exam (see page 6).	01	03
6. Student was expelled and did not enroll in alternative education.	01	04
7. Student withdrew to join the military service.	01	06
8. Student withdrew from alternative education (see page 6).	01	07
9. All other withdrawals for which no request for records is received.	01	02

STUDENTS WHO RETURN

If a student you reported as a leaver returns to school, you may notify the Department by filing a copy of the early leaver form with the rescind box checked.

If a student you reported as a leaver returns to school, you may notify the Department by filing a copy of the early leaver form with the rescind box checked. (Section I of the form.) When the next state summary is published, the number of students your school recaptured will be listed.

The student must have returned to school and still be enrolled, or have graduated, as of the reporting date in order for the rescind to be valid.

You may rescind a report of withdrawal up to two years after the original filing.

NOTE: **For the June 30, 1992 report only**, be sure to send rescinds for the students who withdrew between the opening day of school and October 15, 1991, and returned October 16 or later. Do this even if you gave us notice by sending a rescind form earlier or made a note on the 1990-91 edit/verification list.

Reducing Reporting Errors

National field tests show that a significant number of students classified as dropouts are really transfers.

National field tests show that a significant number of students classified as dropouts are really transfers. You can reduce these errors by using systems of in-school communication and tracking.

Monitoring the status of school leavers and reporting dropouts are done in some schools by different offices. Staff who might know if records have been requested, or otherwise know that a student has transferred, must keep dropout reporting staff fully informed of this knowledge.

You can track withdrawn students to find out if they have re-enrolled somewhere else. Some suggestions are:

1. Talk to a friend of the student or a neighbor who might know where the student's family moved to.

2. Call the student's home. If the student moved, call directory assistance in the new city where the student lives to find the parent's new phone number.

3. Send a letter to the student's new address (obtained during an exit interview) or the latest address you have for the student. Include a return envelope and a simple form for the parent to return indicating the student's new school and its location. Research shows that a "pretty stamp" on the return envelope can enhance response rates.

   The envelope you send to the student's parents should have "Address Correction Requested" typed under your return address. The post office will notify you of any new address.

4. If telephone and mail contact are unsuccessful, try these special procedures:

   - Get the student's or parent's latest address from driver's license records. Write to:

     Motor Vehicles Division
     Driver's License Information
     1905 Lana Avenue NE
     Salem, OR 97314

     You need to supply a name and date of birth for the search. The fee is $1.50 per person searched.

   - Consumer credit bureaus are excellent sources of new addresses. There are nominal fees for search services. Information on this procedure can be obtained from the Department upon request. Call 378-5965.

5. For students who enroll in your school and attend for only a few days, check with the student's previous school to see if the student has re-enrolled there. (If this is true and you have received the student's records, send the records back promptly.)

Special Cases

Some special cases follow. Reporting guidelines may change as the conditions change from year to year.

Alternative Programs

When a school places a student in an alternative program, this placement is not treated as a withdrawal.

When a school places a student in an alternative program, this placement, for purposes of dropout reporting, is not treated as a withdrawal. The school retains reporting responsibility for the student.

If the student drops out from the program or receives a GED certificate, the school that placed the student files the early leaver report. The alternative program does not make the report.

Alternative programs will file a report with the Department at the end of each school year listing each student that drops out of the program or who receives a GED. The list will show each student's name and the name of the school placing the student. That list will be matched with early leaver reports received from the listed schools. Schools not reporting listed students will be asked to do so.

Do not report students when they enroll in a school-sponsored alternative program.

Do report students who withdraw from a school-sponsored alternative program. The school placing the student makes the report.

GED Students

Students who receive a GED certificate are dropouts.

Students who receive a GED certificate are dropouts. This is consistent with current State Board policy, and federal reporting guidelines; i.e., the GED is not the same as a high school diploma.

Students enrolled in GED preparation programs offered in schools or alternative programs are reported differently than students enrolled in a diploma track. The following rules apply:

Do not report students when they enroll in a school-sponsored GED preparation program.

Do report GED students who withdraw from your school, or the alternative program your school placed them in, or who withdraw to take the GED exam (Section IIIA, box 01).

If the student receives the GED certificate, check box 03 in Section IIIB.

Some GED programs are set up to serve students who dropped out of school. These students were previously reported by another school and should not be reported again because of their participation in such a program.

Do not report students who enroll in a GED program as "recapture" students, either upon enrollment, withdrawal, or upon receipt of a GED certificate.

Migrant Students

Enter the migrant student tracking number on the early leaver form.

Enter the migrant student tracking number on the early leaver form if the student has one. The Department will attempt to locate this student through the national migrant student tracking center. If the student is found to have enrolled in school in another state, the student will be removed from your school's list of dropouts.

For information on migrant student tracking numbers, call the Department at 378-6853.

Home Instruction and Home Schooling

Home instruction is different from home schooling.

Home instruction (sometimes called home tutoring) is instruction provided and supervised by the district to students who are temporarily unable to attend school.

Do not report students receiving home instruction.

Home schooling, by contrast, is instruction provided by a parent or private tutor following withdrawal from school. These students must be registered with the ESD. If the student is registered, report the student as a non-dropout. If the student is not registered, report the student as a dropout.

Do report students who withdraw for home schooling, if the student withdraws during the reporting period and is registered with the ESD.

A student who reaches the age of enrollment for your school while being home schooled, is not reported. Report the student as a home schooler only if the student actually withdraws from your school to begin home schooling.

No Change

When you report a student as a leaver in one year, you do not have to report that student in following years if that student's status is unchanged.

Adult High School Diploma

Oregon law does not consider students enrolled in an adult high school diploma program to be dropouts.

Oregon law does not consider students enrolled in an adult high school diploma program to be dropouts. The federal reporting system does. Therefore, we note those students in Section II so we can add them to your dropout count when the data is sent to the federal government.

The adult high school diploma program is a specific program based at community colleges. Students must withdraw from your school to enroll. Students who are taking classes at a community college for credit in your school are not part of this program and are not to be reported.

Do report students enrolled in an adult high school diploma program at a community college. (Section II, box 04)

Juvenile Facilities

Treat requests for records from a long-term juvenile detention facility as a transfer.

10-Day Absence

A student may be carried as absent for a maximum of ten consecutive school days, and must be withdrawn on the eleventh consecutive day of absence (OAR 581-23-006). The student is retained on your roll for that year. The withdrawal is an indication that the student is no longer in membership in your school.

Students who are not in membership, because of the 10-day rule, are to be reported as dropouts if they do not return to school by the end of the school year or you do not receive a request for records.

Requesting a Record

When you request a record for a student, you are giving notice that the student is enrolled in your school. Actually having the record in hand is not the determining factor.

If the student is withdrawn at any time after you make the request, your school must file the early leaver report, unless you can establish the student's enrollment in another school.

Job Corps

Students withdrawing to join the Job Corps are dropouts. If the school makes the placement, or if the placement is an alternative proposed prior to expulsion, treat this as a placement in an alternative program (see page 6).

Completing the Transmittal Memorandum

Enter the number of students reported (withdrawals plus rescinds) on line 1. Enter 0 if there are no students to report. We ask that the respondent shown be the staff member actually completing the report, rather than a supervisor.

Each school must file a transmittal memorandum in June, even if the school has no students to report. (See Appendix A for a sample copy.)

How to Complete the Early Leaver Report

Name and date of birth identify a student uniquely. This will help if the Department needs to get more information about a particular student; also it allows us to eliminate duplicate reports from the data base.

Section I

The county/district/school code is needed to identify the school. The number can be obtained from your district administrative office or by calling the Department at 378-5965.

Check the rescind box if a previously reported student returns to school and is still in school as of the reporting date or has graduated.

Migrant student tracking numbers will be used to determine whether migrant students re-enroll elsewhere in the country.

Race is recorded by the school when the October 1 membership count is taken. Check only one box.

Report which listed services the student received during grades 7 through 12. If you are unsure, leave these items blank.

Report units of credit earned toward a high school diploma. High schools may not leave this item blank. Enter "0" if the student has not earned any credits. Enter "unknown" if the student record does not show how many credits have been earned.

Select the grade level to which your school assigned this student.

Enter the date you withdrew the student from membership.

Select the item that shows how long the student has been enrolled in the **district** (not the **school**).

Section II

Students in certain categories must be reported but are not dropouts, and are reported here. See page 3 for an explanation of each box.

Section IIIA

Students who are dropouts are reported here. See page 4 for an explanation of each box.

Section IIIB

This section gives more detailed descriptions of the students marked in Section IIIA as school-year withdrawals. See pages 4-5 for an explanation of each box.

Section IV

This section asks you to tell us why the student left school, information that is frequently gathered during an exit interview.

The data will help educators design dropout intervention programs that are properly directed. Be as complete as you can. Do not leave this section blank and do not check the same boxes for every student who leaves your school. This information should be provided by persons in the school who have close contact with the student.

TRANSFER OF RECORDS

You must request the progress record of a student transferring into your school within 10 school days of enrollment.

You **must** request the progress record of a student transferring into your school within 10 school days of enrollment. (Proposed OAR)

You **must** forward the progress record to the requesting district upon receiving the request. Public and private schools are required to forward student progress records. (ORS 336.215)

You **may not,** in any way, refuse to forward the progress record to the requesting district or delay forwarding the record because the student owes fees.

If a student or parent brings a copy of the student's records to the school, this act does not constitute the transfer of student records. The official copy of the record must be received directly from the sending school.

If you are unable to get a student record from another school, call the Department's Student Services Section at 378-5585 for assistance.

RECORD-KEEPING

The dropout reporting system can be simple if you keep records.

The dropout reporting system can be simple if a few recommended record-keeping procedures are followed. These procedures are meant to keep you up to date on your reporting, and establish a clear record for someone else to follow should that be required.

1. Keep a log of withdrawn students. Record every student you withdraw at the time of withdrawal. Your log should have entries for

   Name of student
   Date of withdrawal
   Date transcript request received
   Date transcript sent
   School where transcript was sent
   Date early leaver report sent
   Date of re-entry
   Date rescind report sent

2. Keep a list of students completing the school year. Next fall, cross off the list the names of the students who return to school or for whom you receive a request for records. Students still on the list are no-shows.

3. Middle schools, junior high schools, and high schools should get a list of students who are being promoted into their school from a lower-level school. Any of these students who do not show up to start school in the fall or for whom no request for records is received are no-shows.

4. High schools should make a list of students completing four years of high school but who did not graduate. Cross off the list the names of the students who return in summer or fall to complete their diploma requirements, and do not withdraw before graduating. Students still on the list are non-graduates.

5. Keep a separate file folder for:

   Correspondence to and from the Department
   Reporting materials (manual and forms)
   Copies of the reports you file with the Department.

6. Retain your reports for three years.

7. Discard manuals and blank reporting forms that are out of date, so you have only the latest materials to refer to.

8. Show someone else in your school the reporting materials and demonstrate the basics of how to report. Cross-training ensures continuity of the report for your school should the early leaver coordinator be unavailable at any time.

ELECTRONIC REPORTING

Schools with more than 20 students to report should consider reporting electronically.

Schools with more than 20 students to report should consider reporting electronically. There are several options. You may use the spreadsheet or database software you already have installed in your school's computer, or you may use your district mainframe system, or you may use a set of data entry programs designed by the Department.

Using your software or your district's mainframe requires Department approval to ensure there is compatibility between your computer and the Department's. Because commercial computer systems undergo constant change, the Department will contact you every year to renegotiate your method of reporting.

If you wish to submit your reports electronically, send a formatted 3 1/2" disk (IBM or Macintosh) to the Department. We will return the disk with the proper computer files installed. Tell us whether you want the DOS compiler, or a spreadsheet or database, and if so what kind.

The Dropout Rate

Your school's one-year dropout rate is calculated in this way:

$$\frac{\text{Dropouts (July 1 – June 30)}}{\text{Membership (October 1)}} = \text{Dropout rate}$$

This is the rate that will be published each year by school, district, county, and state.

Dropouts are all students reported in Section IIIA of the early leaver form.

Membership is the headcount of students in membership in your school as of October 1. This headcount includes:

- Ungraded students,
- 5th-year seniors (shown as 12th graders),
- Students your school has placed in an alternative program, regardless of where the student attends.

The Synthetic Four-Year Rate

This measure provides a cumulative dropout rate for grades 9-12.

This measure provides a cumulative dropout rate for grades 9-12. It represents the proportion of the year's ninth-grade class that would drop out prior to graduation if that year's grade-specific rates were to remain constant in subsequent years.

It can be used at the state, district, or school levels.

It is calculated using the formula:

$R = 1 - (1 - R_9)(1 - R_{10})(1 - R_{11})(1 - R_{12})$, where

R = overall dropout rate;

R_9 = dropout rate for 9th grade;

R_{10} = dropout rate for 10th grade;

R_{11} = dropout rate for 11th grade; and

R_{12} = dropout rate for 12th grade.

EVALUATIONS

The evaluation is a review of the records within each school that pertain to early leaver reporting.

A school's reporting procedures may be evaluated by the Department. The evaluation is a review of the records within each school that pertain to early leaver reporting. The purpose of the evaluation is to foster uniformity in reporting and act as an inservice for early leaver coordinators.

Records to be reviewed include the following:

1. Attendance records, maintained at least two years. The school register is retained permanently.
2. Individual student records and the reasons for the student leaving, if known. The copy of permanent records retained by the school should include the name of the school where the records were sent.
3. List of graduates and seniors not graduating.
4. List of incoming students.
5. Log of withdrawals.

Upon completion of the evaluation, the evaluation team will hold an exit interview to review findings and recommendations.

EDIT/ VERIFICATION LIST

Shortly after all early leaver reports have been received for the year, the Department will send you a summary list of all the students you reported. The purpose of this list is to allow you to check our files for missing or duplicated students, and for incorrect data.

The list is to be signed and returned to us by the building principal as verification that the data we show is correct. Instructions accompany the list.

DROPOUT REPORT CHECKLIST

Using this checklist or one like it will help you identify all early leavers and simplify dropout reporting in June.

This checklist is a recommendation only. You are not required to follow it, but using the checklist or one like it will help you identify all early leavers and make dropout reporting in June as simple as possible.

Before school opens:

1. Make a list of students who completed grade 12 last June but did not receive a diploma.

2. Make a list of students who are registered in any of grades 7 through 12.

3. Make a list of students you reported in June as early leavers.

During the school year:

4. Strike from list 1 the students who completed their diploma requirements in summer school or who enrolled as a 5th-year senior.

   Any student remaining on the list is a dropout, and must be reported in **Section IIIA, box 02**.

5. Extract from list 2 the students who did not show up for school.

   Any student on the extracted list for whom no request for records is received is a dropout, and must be reported in **Section IIIA, box 03**.

6. Extract from list 3 the students who returned to school.

   If these students are still in school, or received a diploma, as of the next reporting date, complete rescind reports for them.

7. When you withdraw a student from membership, fill out an early leaver form (see page 2). Keep a file for all the forms, editing the file throughout the school year as students leave, return, and requests for records are received.

   This file is an up-to-date set of early leaver forms for your school. This particular procedure will make early leaver reporting **much** easier for you than trying to do it all at once at the end of the school year!

/

7 Things You Must Know About Dropout Reporting

1. If a student

   - withdraws from school, and
   - no request for records is received, and
   - the student has not received a high school diploma,

   you must file an early leaver report (but see page 2 for exceptions).

2. The reporting year is July 1 to the following June 30.

3. **All** reports are due June 30.

4. Do not use obsolete forms. The correct form has the current reporting year at the top.

5. Regardless of what a student did during the year, the student's status as of the last day of the school year determines whether you report.

6. Fill out early leaver forms **as students withdraw** (see page 2). If you wait until June to fill out the forms, you will have lots of problems with this report.

7. If you have any questions, call the Department at 378-5965.

APPENDIX A

EARLY SCHOOL LEAVERS TRANSMITTAL MEMORANDUM

Date: _____/_____/_____

TO: Oregon Department of Education
School Finance and Data Information
700 Pringle Parkway SE
Salem, OR 97310-0290

FROM: _____
School Name

_____
Respondent's Signature

_____
Print Respondent's Name

_____ _____
Respondent's Position/Title Respondent's Phone Number

RE: Early Leavers Report

1. Enclosed are reports on individual early leavers for _____ (total number of forms) former students at our school.

Items 2 and 3 apply to high schools only:

2. Be advised that our school currently requires _____ credits for graduation.

3. The number of credits listed in item 2 (check one):

   ☐ is **not** a change from our most recent reporting.
   ☐ **Is** a change from our most recent reporting.

APPENDIX B

OREGON DEPARTMENT OF EDUCATION
700 Pringle Parkway SE
Salem, OR 97310-0290

Office of Management Services
School Finance and Data Information Services

1991-92
Report on Individual Early Leaver
(Withdrawal for whom NO request for transcripts has been received)
Grades 7-12

Due Date: June 30, 1992
For students withdrawing between October 16, 1991 and close of school in June 1992.

Name _____ (Last, First, Middle Initial)
Birth Date _____ (Month/Day/Year)
Social Security No. _____

Section I

ODE County/District/School Code _____ School _____

☐ Check here to **rescind** previously submitted early leaver's report. Student is continuing a full-time education program, or a request for transcripts was received after the last reporting. (If you checked rescind, STOP HERE.)

Gender: 1 ☐ Male 2 ☐ Female Migrant student tracking number: _____ (if applicable)

Racial-ethnic designation: 1 ☐ White 2 ☐ Black 3 ☐ Hispanic 4 ☐ Asian/ Pacific Islander 5 ☐ American Indian/ Alaskan Native

Enrolled in (during grades 7-12): 1 ☐ ESL ☐ TAG ☐ Chapter I 1 ☐ Special Ed ☐ Indian Ed

Units of credit earned/recognized in fulfillment of high school graduation requirements: _____

In what grade level did your school classify this student? ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12 13 ☐ 5th year 22 ☐ Resource room (or other ungraded)

Date withdrawn from school: _____ (month/day/year)

Approximate cumulative time enrolled in this district:
1 ☐ Student enrolled, but never attended classes
2 ☐ Less than 2 months 4 ☐ 1-5 years
3 ☐ 2 months-1 year 5 ☐ More than 5 years

Section II

Withdrawal Categories — Not Counted as Drop-outs:

☐ 01 Student was withdrawn to participate in a mental health program, juvenile detention facility, substance abuse program, or a CSD shelter care program. STOP HERE, DO NOT DO SECTIONS III OR IV.

☐ 02 The student is deceased. STOP HERE, DO NOT DO SECTIONS III OR IV.

☐ 03 Student withdrew for home schooling. (Registration verified through ESD.) STOP HERE, DO NOT DO SECTIONS III OR IV.

☐ 04 Enrolled in an adult high school diploma program through a community college. STOP HERE, DO NOT DO SECTIONS III OR IV.

BEST COPY AVAILABLE

Section III-A

Withdrawal Categories — Counted as Drop-outs (check one):

☐ 01 **School Year Withdrawal** — Student is withdrawn and no request for records was received. (Manual, p. 4)

☐ 02 **Non-Graduate** — Student completed four years of high school, did not receive a diploma, a modified diploma or complete a prescribed course of study (i.e., an IEP), and did not return to school during the summer or fall term. (Manual, p. 4)

☐ 03 **No Show** — Student was enrolled in the spring or summer, did not attend the following fall term, and no request for records was received. (Manual, p. 4)

Section III-B

If you checked one of the withdrawal (drop-out) categories in III-A, please indicate which, if any, of the following categories applies to this student.

☐ 02 Student was withdrawn after a 10-day absence.

☐ 03 Student received a GED certificate.

☐ 04 Student was expelled and did not participate in an alternative program.

☐ 05 Student was issued a certificate of attendance.

☐ 06 Student withdrew from school to join military service.

☐ 07 Student withdrew from a district-sponsored alternative program.

Section IV

00
☐ Leaver not here long enough to learn about him/her. If you checked this box, STOP HERE.

Reasons given for withdrawal from this program—check all factors which contributed to the student leaving your program (determine from an exit interview or from a teacher or counselor):

Category	Factors
Academics	11 ☐ Not challenged; 12 ☐ Too difficult; 19 ☐ Language barrier
Conduct Standards	21 ☐ Irregular attendance; 22 ☐ Expulsion
Interpersonal Relationships	35 ☐
Conflict with School Personnel	45 ☐
Student (the leaver)	52 ☐ Illness; 53 ☐ Mental health; 54 ☐ Substance abuse; 55 ☐ Teen parent; 57 ☐ Pregnancy; 59 ☐ Independent living burdens
Home/Family	64 ☐ Unstable home situation; 67 ☐ Substance abuse; 69 ☐ Homeless
Alternate Work/Education	71 ☐ Full-time work; 72 ☐ Full-time alternative ed program (not funded by district); 73 ☐ Part-time work and school

Please check the source(s) of the information provided above in Section IV. Check all that apply.

01 ☐ Parent; 02 ☐ Leaver; 03 ☐ Counseling staff; 04 ☐ Attendance staff; 05 ☐ Other

INDEX

Adult high school diploma 7
Alternative programs 6
Credits earned 9
Cross-training 11
Dropout rates 12
Dropouts 4
Electronic Reporting
- Approval required 1, 11
- Procedure for ordering 11

GED 6
Home instruction 7
Home schooling 7
Job Corps 8
Juvenile facilities 8
Migrant students 7
No-shows 3,4
Non-dropouts 3
Non-graduates 4
Record-keeping 10-11, 14
Report
- Due dates 1
- Who must file 1
- Reporting responsibility 6, 8

Rescinds 4
Retention of reports 11
Ten-day absence 8
Tracking students 5
Transfer of records 10
Transmittal Memorandum
- Completion of 8
- Required for all schools 1